Team Captain

Online Team Management Guide

The Anthem Corporate Run wants to help Team Captains manage their teams better. This Guide is meant to help show you how to use the system and hopefully answer questions that may arise.

Creating Your Team

Go to https://runsignup.com/Race/VA/GlenAllen/corporaterun. This is the site where you will be able to create and manage your corporate team, as well as where your employees will go to register.

1. Click on the Create a New Team button.
2. Setup Basic Team Options

- **Team Name** – make this something easy to understand and remember so employees will be able to recognize it among the many teams listed.

- **Team Type** – There is only one type.

- **Event Costs %** - Enter the % of the costs you are willing to pay for employees. 100% means you will pay the entire cost. 75% means you will pay for 75% of the cost.

**NOTE:** IF YOU DON’T WANT TO BE INVOICED AND WANT TO PREPAY FOR ENTRIES ENTER THAT YOU’RE PAYING FOR 0% AT THIS STEP.

- **Event Code** – Enter a code that you will be able to share with employees so others do not sign up under your team and you pay. You will be able to look this up or change it later.

- **Stop Paying Date** – This date will be your cut-off for paying for entrants. The final date of race registration is June 5, 2019. The invoice cutoff date is May 17, 2019, so all entries paid for by invoice must be set up by then.

- **Maximum Number Covered** – This is the total number of registrations (employees, family and friends combined) that you will be covering the cost of the event for.

- **Family/Friends Setting** – you can enable an employee to also add others to their registration. Check the box to turn this on. If not checked, only employees would be able to join your team and receive your cost offset. If checked, you can specify a limit to the number of additional members that your organization will pay for. You can also specify the rules – we have default text that can be replaced with anything you want.
3. Team Questions – There are a series of questions that all captains must answer:

**Company Name** – This is a code that will be used to score your team.

**3-5 Digit Scoring code** – This is a code that will be used to score your team.

**Company Division** – Select your company industry.

**Company Size** – Select the size of your company.

**Company Mailing Address**

**Co-Captain Name & Email** – Just in case we want a second person as a contact point

Once you have finished the questions click Continue to proceed. The next screen will show the initial Corporate Team Payment. Click on Create Team and your team will be created. You will have the option to go to the Team Page where you will be able to administer and update your team.
Team Page

**Edit Team** – Allows you to edit your initial options and to add some more.

**Set-up Member Questions** – Allows you to ask questions of all of your team members. For example, you may want to ask them if they want to volunteer to bring food.

**Logo** – you can upload your company logo

**View Members** – this will show you who has joined your team and their status.

**Join** – *Don’t forget to join yourself!* You just set the team up – now is a good time to become the first team member, and not just the Captain!

**Add & Change Captains** – You can share the Captain responsibilities with others - they will then be able to see this same Team Set-up page.

**View Invoices & Payments** – this is where you can track how much you owe and see how to make payments.

**Purchase Entries** – This is where you can purchase pre-paid blocks of entries on your credit card. You will indicate the number of entries you’d like to purchase, and then you will pay for them immediately.
Edit Teams

You will be able to edit the options you set when you first created your team, like the password or how many employees and family members you want to help pay for.

In addition, you can decide whether you want to let people register on the public team page, and whether you want to create your own URL so that you can send employees directly to register.

Finally, you can enable non-employees to register independently from employees. In the standard mode, employees and their families must register together.

Custom Questions

You can ask any type of question to the members of your team when they register. You will be able to report and download all the responses, which can help you organize your team.

As you can see on the right, you can enter responses that members can choose from.

You can select the way the responses are given – in this case we have chosen checkbox, which allows people to select multiple responses. You can let people type in free form, only choose one thing with the Radio button, select one item from a menu, or simply do a Yes/No type of question.

Change Logo

We make it easy to upload your organizations logo (or another fun picture) for your team page. This will help your employees identify which team to join and enhance your company image.
View Members

This will allow you view and remove members of your team.

If you notice someone on your team has incorrect information, only they can change it for security and privacy purposes. They can simply log back in where they registered and modify their Profile to update information.

Removing a member will remove them from the race, and fees they may have paid will not be refunded.

Captains

You can add and remove Captains very easily.

Note that the new Captains must have a registered account in the online system. They can do this simply by joining the team, or can go to www.RunSignUp.com and click on Sign Up to create an account.

View Invoices and Payments

You will be able to view payments you have made – both online and offline.

In addition, you will be able to see invoices and amount due. You will be able to pay this online or send a check.
Captains’ Store

If you need to be invoiced separately for your alcohol, please purchase the alcohol in a separate transaction.

To purchase a Keg you must also purchase a tent.

Items you can purchase:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Tent</td>
<td>Includes 1 table and 2 chairs</td>
<td>$350</td>
</tr>
<tr>
<td>10' x 20' Tent</td>
<td>Includes 2 tables and 6 chairs</td>
<td>$550</td>
</tr>
<tr>
<td>20' x 20' Tent</td>
<td>Includes 4 tables and 8 chairs</td>
<td>$900</td>
</tr>
<tr>
<td>20' x 30' Tent</td>
<td>Includes 6 tables and 10 chairs</td>
<td>$1,200</td>
</tr>
<tr>
<td>Extra Chairs</td>
<td></td>
<td>$5 each</td>
</tr>
<tr>
<td>Extra Tables</td>
<td></td>
<td>$10 each</td>
</tr>
<tr>
<td>24” Cocktail Table</td>
<td></td>
<td>$15 each</td>
</tr>
<tr>
<td>Beer Tickets</td>
<td></td>
<td>$6 each</td>
</tr>
<tr>
<td>1/6 Keg</td>
<td>Includes 100 cups, ice, tub, and tap</td>
<td>$225</td>
</tr>
<tr>
<td>1/2 Keg</td>
<td>Includes 100 cups, ice, tub, and tap</td>
<td>$375</td>
</tr>
<tr>
<td>Unlimited Water Service</td>
<td>Includes a Diamond Springs Water Cooler with 5 gallon jugs and cups</td>
<td>$100</td>
</tr>
<tr>
<td>Case of Water</td>
<td>24, 16.9 oz bottles of water per case</td>
<td>$10</td>
</tr>
</tbody>
</table>

**Kegs**: We will be offering Sierra Nevada beer, specific beers TBD

If you have questions, please feel free to check our website [http://www.sportsbackers.org/events/corporate-run/](http://www.sportsbackers.org/events/corporate-run/) for further Captain Information, send us email at info@sportsbackers.org or call us at 804-285-9495.